

## **Fingerprints**

Fingerprints are required for initial investigations and upgrades. The preferred method for submitting fingerprints is via a digital fingerprint machine, and that service is available at our office. The second option is hardcopy fingerprinting by a local police department or the nearest military installation. Unfortunately, hardcopy processing adds another 1-2 weeks for processing, so please plan accordingly. Please let us know if you plan to use a local police department so we can send you the correct fingerprint cards. You will need to complete two fingerprint cards, and I ask that you pay close attention to the instructions provide on the following pages when completing the fingerprint cards. You must complete all entries on the fingerprint card, with special attention to the 13 items addressed in the following instructions. The Office of Personnel Management will reject fingerprint cards that have any errors or omissions, so please follow the instructions closely. When completed, mail the fingerprint cards to the following address:

PSI-CoE  
Attn: Fingerprint Team  
3240 Raritan Avenue  
Aberdeen Proving Ground, MD 21005-5001

## FD-258 Fingerprint Card

<b>FD-258</b>		<b>Contractor Fingerprint Card - Numbered Fields are Required and Must be Fully Completed in Accordance With The Provided Instructions.</b>											
<b>APPLICANT</b>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK						FBI		LEAVE BLANK	
				LAST NAME <u>NAM</u>		FIRST NAME		MIDDLE NAME					
						1							
SIGNATURE OF PERSON FINGERPRINTED		2		ALIASES <u>AKA</u>		O R I							
RESIDENCE OF PERSON FINGERPRINTED												DATE OF BIRTH <u>DOB</u> Month <u>12</u> Day Year	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP <u>CTZ</u>		SEX <u>5</u>		RACE <u>6</u>		HGT <u>7</u>		WGT <u>8</u>	
		3		YOUR NO. <u>OCA</u>		EYES <u>9</u>		HAIR <u>10</u>		PLACE OF BIRTH <u>POB</u>		11	
EMPLOYER AND ADDRESS				FBI NO. <u>FBI</u>									
				ARMED FORCES NO. <u>MNU</u>									
REASON FINGERPRINTED		13		SOCIAL SECURITY NO. <u>SOC</u>		4							
				MISCELLANEOUS NO. <u>MNU</u>									

1. **NAME:** Full name in following order, LAST, FIRST, MIDDLE. Initials are NOT acceptable. If applicant has no middle name, enter NMN for the MIDDLE.
2. **SIGNATURE OF PERSON FINGERPRINTED:** Legal name and signature of person fingerprinted
3. **DATE and SIGNATURE OF OFFICAL TAKING FINGERPRINTS:** Signature and date of OFFICAL taking fingerprints.
4. **SOC:** Applicants' full social security number
5. **SEX:** Enter "M" for male or "F" for female
6. **RACE (Not Required):** Enter the applicable code: American Indian or Native – I  
Asian or Pacific Islander – A    Black – B    White – W    Unknown or Other - U
7. **HGT:** Must include three numeric characters. Enter applicant's height in feet and inches. Do not use ' or ". Example: for 5' 11" enter 511 for 6' 1" enter 601
8. **WGT:** Must include three numeric characters. Enter applicant's weight in pounds  
Example: for 94 pounds – enter 094 for 186 pounds –enter 186
9. **EYES:** Must include three letter code: Black - BLK    Blue - BLU    Brown - BRO    Gray - GRY  
Green - GRN    Hazel - HAZ    Maroon - MAR    Multicolored - MUL    Pink - PNK    Unknown - XXX
10. **HAIR:** Must include three letter code: Bald - BAL    Black - BLK    Blonde or Strawberry - BLN  
Brown – BRO    Gray - GRY    Red - RED    Sandy - SDY    White - WHT
11. **POB (Place of Birth):** Enter applicable state (US or Mexico) or province (Canada) from the POB listing.
12. **DOB (Date of Birth):** Must include full DOB (xx/xx/xxxx). Enter applicant's date of birth in order of month, day, and year. Example: January 1, 1965 = 01/01/1965 October 31, 1983 = 10/31/1983
13. **Reason Fingerprinted:** For *basic employment investigations & Common Access Cards (CAC)* enter:  
**IPAC: DA-Army    SOL: A044    SON: 2240**

For *DoD security clearance investigations* enter:  
**IPAC: DA-Army    SOL: A334    SON: 2240**

## SF87 Fingerprint Card

<b>SF-87</b>		<b>Federal Employee and Military Fingerprint Card - Numbered Fields are Required and Must be Fully Completed in Accordance With The Provided Instructions.</b>									
SF 87 (REV. APRIL 2006) US OFFICE OF PERSONNEL MANAGEMENT E.O. 10450		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME    MIDDLE INITIAL						FBI    LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED <b>2</b>		O R I		USOPMOOZ - FIPC BCYERS, PA							
RESIDENCE OF PERSON FINGERPRINTED		SERIAL NO. (OPM USE ONLY) OCA						DATE OF BIRTH DOB MONTH    DAY    YEAR <b>12</b>			
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <b>3</b>	ALIASES AKA		SEX <b>5</b>	RACE <b>6</b>	HGT. <b>7</b>	WGT. <b>8</b>	EYES <b>9</b>	HAIR <b>10</b>	PLACE OF BIRTH POB <b>11</b>	
TITLE AND ADDRESS		SCARS, MARKS, AND TATTOOS		LEAVE BLANK							
POSITION TO WHICH APPOINTED		FBI NO. FBI		CLASS _____							
DEPARTMENT, BUREAU, AND DUTY STATION (CITY AND STATE) <b>13</b>		SOCIAL SECURITY NO. SOC <b>4</b>		REF. _____							

1. **NAME:** Full name in following order, LAST, FIRST, MIDDLE. Initials are NOT acceptable. If applicant has no middle name, enter NMN for the MIDDLE.
2. **SIGNATURE OF PERSON FINGERPRINTED:** Legal name and signature of person fingerprinted
3. **DATE and SIGNATURE OF OFFICIAL TAKING FINGERPRINTS:** Signature and date of OFFICIAL taking fingerprints.
4. **SOC:** Applicants' full social security number
5. **SEX:** Enter "M" for male or "F" for female
6. **RACE (Not Required):** Enter the applicable code: American Indian or Native – I  
Asian or Pacific Islander – A    Black – B    White – W    Unknown or Other - U
7. **HGT:** Must include three numeric characters. Enter applicant's height in feet and inches. Do not use ' or ". Example: for 5' 11" enter 511 for 6' 1" enter 601
8. **WGT:** Must include three numeric characters. Enter applicant's weight in pounds  
Example: for 94 pounds – enter 094 for 186 pounds – enter 186
9. **EYES:** Must include three letter code: Black - BLK    Blue - BLU    Brown - BRO    Gray - GRY  
Green - GRN    Hazel - HAZ    Maroon - MAR    Multicolored - MUL    Pink - PNK    Unknown - XXX
10. **HAIR:** Must include three letter code: Bald - BAL    Black - BLK    Blonde or Strawberry - BLN  
Brown – BRO    Gray - GRY    Red - RED    Sandy - SDY    White - WHT
11. **POB (Place of Birth):** Enter applicable state (US or Mexico) or province (Canada) from the POB listing.
12. **DOB (Date of Birth):** Must include full DOB (xx/xx/xxxx). Enter applicant's date of birth in order of month, day, and year. Example: January 1, 1965 = 01/01/1965 October 31, 1983 = 10/31/1983
13. **Department, Bureau:** For *basic employment investigations & Common Access Cards (CAC)* enter:  
**IPAC: DA-Army    SOL: A044    SON: 2240**

For *DoD security clearance investigations* enter:  
**IPAC: DA-Army    SOL: A334    SON: 2240**

## Completed Fingerprint Card Example

SF 87 (REV. APRIL 2006) US OFFICE OF PERSONNEL MANAGEMENT E.O. 10450		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>DOE</u> NAME <u>JOHN</u> FIRST NAME <u>NMN</u> MIDDLE INITIAL			FBI		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED <i>John Doe</i>		OR USOPM000Z - FIPC BOYERS, PA								
RESIDENCE OF PERSON FINGERPRINTED		SERIAL NO. (OPM USE ONLY) <u>OCA</u>			DATE OF BIRTH DOB MONTH <u>01</u> DAY <u>01</u> YEAR <u>1940</u>			PLACE OF BIRTH POB <u>VA, USA</u>		
DATE <u>15 Jan 11</u>	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <i>James Smith</i>		ALIASES AKA		SEX <u>M</u>	RACE <u>W</u>	HGT. <u>6'2"</u>	WGT. <u>220</u>	EYES <u>BLU</u>	HAIR <u>BRO</u>
TITLE AND ADDRESS		SCARS, MARKS, AND TATTOOS		LEAVE BLANK						
POSITION TO WHICH APPOINTED		FBI NO. FBI		CLASS _____						
DEPARTMENT, BUREAU, AND DUTY STATION		SOCIAL SECURITY NO. SOC		REF. _____						
IPAC: DA-ARMY SOI: SON:		<u>111-11-1111</u>								
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE		
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE		
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY		

## POB (Place of Birth) CODES

**USE CTZ (Citizenship) CODES IF NOT USA, MEXICO, OR CANADA**

<u>UNITED STATES OF AMERICA</u> (STATES and POSSESSIONS)		PENNSYLVANIA	PA	<u>MEXICAN STATES</u>	
ALABAMA	AL	RHODE ISLAND	RI	AGUASCALIENTES	AG
ALASKA	AK	SOUTH CAROLINA	SC	BAJA CALIFORNIA North	BA
ARIZONA	AZ	SOUTH DAKOTA	SD	BAJA CALIFORNIA South	BJ
ARKANSAS	AR	TENNESSEE	TN	CAMPECHE	CE
CALIFORNIA	CA	TEXAS	TX	CHIHUAHUA	CH
COLORADO	CO	UTAH	UT	CHIPAPAS	CI
CONNECTICUT	CT	VERMONT	VT	COAHUILA	CU
DELEWARE	DE	VIRGINIA	VA	COLIMA	CL
DISTRICT OF COLUMBIA	DC	WASHINGTON	WA	DISTRICTO FEDERAL	DF
FLORIDA	FL	WEST VIRGINA	WV	DURANGO	DO
GEORGIA	GA	WISCONSIN	WI	GUANAJUAATO	GU
HAWAII	HI	WYOMING	WY	GUERRERO	GR
IDAHO	ID	AMERICAN SAMOA ISLANDS	AM	HILDAGO	HL
ILLINOIS	IL	CANAL ZONE	CZ	JALISCO	JL
INDIANA	IN	CAROLINE ISLANDS	CG	MEXICO (state)	MX
IOWA	IA	GUAM	GM	MICHOACHAN	MC
KANSAS	KS	MARIANAS ISLANDS	MK	MOARELOS	MR
KENTUCKY	KY	MARSHAL ISLANDS	MH	NAYARIT	NA
LOUISIANA	LA	MIDWAY ISLAND	MW	NUEVO LEON	NL
MAINE	ME	PUERTO RICO	PR	OAXACA	OA
MARYLAND	MD	VIRGIN ISLANDS OF THE US	VI	QUERETARO	QU
MASSACHUSETTS	MA	WAKE ISLAND	WK	QUINTANA ROO	QR
MICHIGAN	MI	<u>CANDIAN PROVICES</u>		SAN LUIS POTOSI	SL
MINNESOTA	MN	ALBERTA	AB	SINALOA	SI
MISSISSIPPI	MS	BRITISH COLUMBIA	BC	SONORA	SO
MISSOURI	MO	MANITOBA	MB	TAMAULIPAS	TA
MONTANA	MT	NEW BRUNSWICK	NK	TOBASCO	TB
NEBRASKA	NB	NEW FOUNDLAND	NF	TLAXCALA	TL
NEVADA	NV	(including Labrador)		VERA CRUZ	VC
NEW HAMPSHIRE	NH	NORTHWEST TERRITORY	NT	YUCATAN	YU
NEW JERSEY	NJ	NOVIA SCOTIA	NS	ZACATECAS	ZA
NEW MEXICO	NM	ONTARIO	ON		
NEW YORK	NY	PRINCE EDWARD ISLAND	PE		
NORTH CAROLINA	NC	QUEBEC	QC		
NORTH DAKOTA	ND	SASKATSCHEWAN	SN		
OHIO	OH	YUDON TERRITORY	YT		
OKLAHOMA	OK				
OREGON	OR				

## CTZ (Citizenship) CODES

**USE FOR POB ONLY IF NOT USA, MEXICO, OR CANADA**

AFGHANISTAN	AF	GREAT BRITAIN (see EN, SS, and WB)	PITCAIRN ISLANDS	PC
AFRICA	AC	GREECE	POLAND	PO
ALBANIA	AA	GREENLAND	PORTUGAL	PT
ALGERIA	AN	GRENADA		
ANDORRA	AD	GUADELOUPE	QATAR	QA
ANGOLA	AO	GUATEMALA	REUNION	RE
ANTARTICA	AY	GUINEA	RHODESIA	RH
ANTIGUA	AI	GUIANNA/GUYANA	RUMANIA (Romania/Roumania)	RU
ARGENTINA	AT		RUSSIA (see USSR)	SX
AUSTRALIA	AS	HAITI	RWANDA	RW
AUSTRIA	AU	HOLLAND (see NE)		
		HONDURAS	SAN MARINO	SH
BAHAMA ISLANDS	BD	DONG KONG	SAUDI ARABIA	SB
BAHRAIN/BAHREIN ISLANDS	BE	HUNGARY	SCOTLAND	SS
BARBADOS	BB		SENEGAL	SG
BELGIUM	BG	ICELAND	SEYCHELLES	SE
BERMUDA	BM	ITALY (including Sicily)	SIERRA LEONE	SA
BHUTAN	BN		SIKKIM	SK
BOLIVIA	BV	JAMAICA	SINGAPORE	SR
BOTSWANA	BT	JAPAN	SOMALIA	SM
BRAZIL	BZ	JORDAN	SOUTH AFRICA	SF
BRUNEI	BX		SOUTHERN YEMEN	ST
BUGARIA	BU	KENYA	SOUTH-WEST AFRICA	SJ
BURMA	BR	KOREA	SOVIET UNION	SX
BURUNDI	BI	KUWAIT	SPAIN	SP
		LAOS	SUDAN	SU
CAMBODIA	CJ	LATVIA	SVALBARD	SV
CAMEROON	CM	LEBANON	SWAZILAND	SW
CANADA (not for POB)	CD	LESOTHO	SWEDEN	SQ
CAPE VERDE	CV	LIBERIA	SWITZERLAND	SZ
CAYMAN ISLANDS	CP	LIBYA	SYRIA	SY
CENTRAL AFRICAN REPUBLIC	CW	LIECHTENSTEIN		
CEYLON	CY	LITHUANIA	TANZANIA	TZ
CHAD	CF	LUXEMBOURG	THAILAND	TH
CHILE	CN		TOGO	TO
COLUMBIA	CB	MALAGASY REPUBLIC	TONGA	TH
CONGO (Brazzaville or Kinshasa)	CX	(including Madagascar)	TRINIDAD and TOBAGO	TT
COSTA RICA	CR	MALAWI	TRUCIAL STATES	TC
CUBA	CC	MALAYSIA	TUNISIA	TU
CYPRUS	CS	MALDIVES	TURKEY	TY
CZECHOSLOVAKIA	CK	MALI		
		MALTA	UGANDA	UG
DAHOMEY	DH	MAURITANIA	UNITED ARAB REPUBLIC	UA
DENMARK	DK	MEXICO (not for POB)	UNITED KINGDOM	
DOMINICA	DM	MONACO	(see EN, SS, WL, or NI)	
DOMINICAN REPUBLIC	DR	MONGOLIA	UNITED STATES OF AMERICA	USA
		MORROCO	UPPER VOLTA	UV
EAST GERMANY/EAST BERLIN	EM		URUGUAY	UY
ECUADOR	EU	NAMIBIA (See SJ)	USSR	SX
EGYPT	EY	NAURU		
EL SALVADOR	EL	NEPAL	VENEZUELA	VZ
ENGLAND	EN	NETHERLANDS	VIETNAM	VM
EQUATORIAL GUINEA	EK	NEW CALEDONIA		
ESTONIA	ES	NEW ZEALAND	WALES	WL
ETHIOPIA	ET	NIGER	WEST GERMANY/WEST BERLIN	WG
		NIGERIA	WEST INDIES	WN
FUJI ISLANDS	FJ	NORTHERN IRELAND	WESTERN SAMOA	WS
FINLAND	FK	NORWAY		
FRANCE	FN		YEMEN	YE
		PAKISTAN	YUGOSLAVIA	YG
GABON	GB	PANAMA		
GAMBIA		PARAGUA	ZAMBIA	ZM
GERMANY (see EM and WG)	GE	PERU		
GHANA	GG	PHILIPPINES	ALL OTHERS	YY